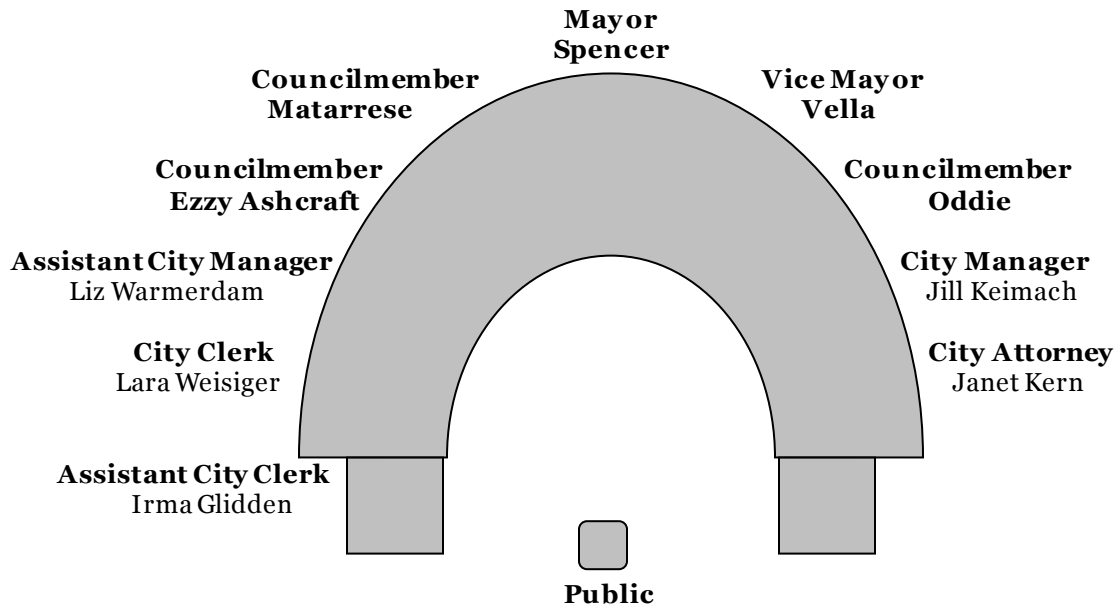


# CITY OF ALAMEDA



## City Governance

The City of Alameda operates under the Council/Manager form of government. The Council, as the legislative body, represents the entire community and is empowered by the City Charter to formulate citywide policy.

The Mayor and four Councilmembers are elected at-large by City voters and serve four-year terms. The City Charter limits those serving on the Council to two consecutive terms.

The City Manager is appointed by the Council, serves as the Chief Executive Officer of the City and is responsible for the day-to-day administration of City affairs and implementation of Council policies.

The City Attorney is appointed by the Council and serves as the City's legal advisor, attorney and counsel.

The City Clerk is appointed by the Council and serves as Clerk of the City Council.

The City Council meets on the first and third Tuesdays of every month at 7:00 p.m. in the Council Chambers, City Hall. Regular Council Meetings are open to the public.

## Agenda

The Agenda is the official guide for Council Meetings. Prepared by staff, the Agenda includes current legislative and policy issues which must be reviewed by the Council. By law, the Council cannot take action on items or issues which are not listed on the Agenda.

Usually, items are placed on the Agenda at the request of Councilmembers or staff. Citizens who would like the Council to review a particular item should send a written request to the Office of the City Clerk. Staff will review the item and the citizen will be notified of any pending Council action or follow-up.

Agendas are published on the City's Web Page and the cable television government channel. The Agenda is posted at least 72 hours prior to Regular Council Meetings. Copies of the related staff reports are available in the City Clerk's Office before Council Meetings and at the information table located outside of the Council Chambers on the night of the Meeting. Agendas are posted on the City's website at [www.cityofalamedaca.gov](http://www.cityofalamedaca.gov).

## Broadcasting of Meetings

Council Meetings are televised live on the City's government information cable TV channel 15 and webcast live on the City's website via video streaming. Webcasts of previous meetings are also available for viewing on the City's website at [www.cityofalamedaca.gov](http://www.cityofalamedaca.gov).

## Addressing the Council

Every effort will be made to ensure that citizens have ample opportunity to address the Council.

The public has the opportunity to speak on agenda items prior to the Council taking final action. Citizens wishing to speak should complete a Speakers Slip and file it with the Deputy City Clerk. When called by the Mayor, speakers should approach the podium and state their name. Applause or other displays of approval or disapproval are inappropriate during City Council proceedings.

Under Oral Communications, citizens may address the Council on issues or concerns not included on the Agenda. However, any necessary Council action would be placed on a future agenda for full public consideration.

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# Guide for Meeting Proceedings

**The Consent Calendar** is a list of agenda items, which either implement an earlier Council action or only require routine review by the Council. Only one motion is needed for the adoption of all items listed on the calendar. Any Councilmember, staff or citizen can request that specific items be removed from the Consent Calendar for separate discussion and action.

**Regular Agenda Items** include all items which will be reviewed by the Council at the scheduled meeting.

**Motions** can be used to establish Council policy and procedures. It is the most common Council action for dealing with an agenda item.

**Ordinances** are municipal laws affecting the general health, safety and welfare of the public. With the exception of emergency ordinances, all ordinances must go through two readings or presentations at two separate City Council meetings. Most ordinances do not become effective until thirty days after the approval of the second reading.

**Resolutions** are formalized Council motions which become effective upon passage.

**A Quorum** of three Councilmembers is needed to convene a meeting. Three affirmative votes are required for action on agenda items.

**Work Sessions** are public meetings held to provide Council with an opportunity to review a special issue or project in depth. No formal action is taken during the meeting.

**Closed Sessions** are meetings when the Council specifically addresses personnel, real estate or litigation matters. For reasons of confidentiality specified by law, a closed session is the only Council meeting not open to the general public.

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## For Further Information

2263 Santa Clara Avenue • Alameda, CA 94501



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